

Local Site Coordinator Guide

7th Annual Emergency Preparedness Satellite Seminar

Sponsored by: USDA/APHIS, FEMA, and DoD

September 5, 2002

Important Telephone Numbers

Janet Marcella: (301) 734-0007 or (301) 734-5750

Technical Assistance:

Before and during the broadcast: 1-800-500-5164 or (301) 447-1068

Overview of Responsibilities

1. Locate, examine, reserve, and prepare site
2. Identify and work with Site Contact
3. Register Site on-line at: www.aphis.usda.gov/vs/training/ss_sept_2002.html
4. Identify a technical contact
5. Download and reproduce copies of seminar materials, or have individual participants download the seminar materials.
6. Periodically check the website for updated information
7. Provide oversight during broadcast and master of ceremonies services, as needed
8. Download, Reproduce, Distribute, and Collect Participant Evaluation forms
9. Print Training Certificate, get approved signature, and distribute
10. Send an email to us with your observations and recommendations to improve future broadcasts and this Guide

Overview of Responsibilities

1. Find a viewing site and identify the site contact. Make site reservations to begin 1 hour before to the test signal time on broadcast dates. Ensure that the site can accommodate the expected number of attendees. Reserve a room with tables and chairs, TV monitor (s), telephone for call-ins during broadcast, and a fax machine. If possible, a telephone and fax machine should be located outside of the viewing room.
2. Identify, as early as possible, a technical contact at the viewing site for possible assistance with the equipment to be used before and during the broadcast.
3. Register your site on-line at: www.aphis.usda.gov/vs/training/ss_sept_2002.html
4. Visit viewing site: Ensure adequate audio/visual support and sufficient seating capacity for the number of registered participants. A telephone and/or fax machine will be needed for question and answer interaction.
5. Check the website periodically for updated information.
6. Download and make an adequate number of copies of the seminar materials, or have individual participants download the seminar materials.
7. Facilitate all sessions.
9. After last session:
 - ♦ Collect and return participant evaluation forms to the Professional Development Staff (see address below).
 - ♦ Send an email (see below) to us with your observations and recommendations to improve future broadcasts and this Guide.
 - ♦ Download, print, and send Training Certificate with appropriate signature to each participant based on number of days they participated. The certificate can be found on the website.

Mail Forms to:

USDA, APHIS, VS
Attention: Janet Marcella
4700 River Road, Unit 27, Suite 5B73
Riverdale, MD 20737

E-MAIL to:

Janet.L.Marcella@aphis.usda.gov

Several Days Before the Seminar

1. Make an appointment to visit the site.
2. Complete the following during your site visit:
 - ♦ Meet the technical contact who will be available during the broadcasts. Explain and review the Satellite Broadcast Agenda, and provide/confirm satellite specifications.
 - ♦ Verify availability of a telephone for use during the seminar for call-in questions (preferably outside of the viewing room).
 - ♦ Verify availability of a fax machine and be familiar with its operation (preferably outside of the viewing room).
 - ♦ Know the location of rest rooms, snack bar, emergency telephone, etc.
 - ♦ Know the procedure, should any emergency arise during the class (technical contact, fire exits, etc.)
 - ♦ Know facility rules concerning smoking, food, etc.
 - ♦ Obtain permission and locations to post classroom location signs.
 - ♦ Arrange for use of photocopier machine to reproduce materials for unexpected participants.
 - ♦ Make arrangements for comfortable tables and chairs, preferably arranged facing the viewing screen.
 - ♦ Note parking arrangements and availability.
 - ♦ Ensure that the TV monitor or projection screen is an appropriate size for the audience or that there are multiple viewing monitors in the room.
 - ♦ Obtain maps or directions to the site and become familiar with them.
 - *Distribute Directions.* If the viewing site is not in your own building, distribute driving directions, parking information, directions to the viewing room, where to go after arriving, and what number to call if someone is lost.
 - *Ensure that you have adequate copies of the participant materials or instruct participants to download the seminar materials to bring with them.* The materials will be posted on the web page (www.aphis.usda.gov/vs/training). These materials may be reproduced in as many copies as you need. If you are unable to access the materials, please call the Professional Development Staff at (301) 734-5750 for assistance.

One Day Before the Seminar

Assemble the following to bring to your viewing site:

- ♦ Appropriate number of seminar materials if you will be reproducing and providing them
- ♦ Adequate number of pens, pencils, and note paper
- ♦ Copies of the Telephone Call-In and Fax-In Sheets (See Appendix)
- ♦ Local Site Coordinator's Guide
- ♦ Sufficient number of signs identifying the entrance(s) to your viewing site and guiding students to the classroom
- ♦ Tape for posting signs
- ♦ Name and telephone number and/or pager number of your site's technical contact
- ♦ Your list of participants

First Day of Satellite Broadcast

1. Bring a generous supply of humor and patience to deal with potential problems.
2. Arrive an hour early to post signs, check the room, set up course materials, etc.
3. Turn on the TV monitor at the designated test time to see the test signal. **If you do not see the test signal, ask your viewing site technical contact for IMMEDIATE assistance.**
4. *Note the Time.* The seminar will be held from 10:30 a.m. - 12:00 p.m., and 1:00 p.m. - 3:30 p.m. (EDT) . Please adjust for time differences in the Central, Mountain, and Pacific time zones. For example, in California the program begins at 7:30 a.m., local time.
5. When participants arrive, welcome them, ask them to sign in (*See Appendix*); then provide them with the participant materials.
6. Instruct participants on use of fax and telephone so that they may participate in the Question Answer segments of the program.

SUGGESTED LOCAL SITE COORDINATOR INSTRUCTIONS
(30 minutes before seminar start time)

1. Introduce yourself, and identify yourself as the local coordinator/facilitator for the satellite broadcast session.
2. Review the contents of the seminar materials.
3. Provide participants with the location of rest rooms, vending machines, pay phones, and other pertinent information related to the facility. Inform them of any rules regarding food or beverages in the viewing area, and ensure that participants have parked in approved areas.
4. Advise participants of the following information:

*This is an interactive satellite broadcast and you are encouraged to telephone, fax, or e-mail your questions. The moderator or instructor will let you know when to call. I have the Telephone Call-In Sheet and a Fax-In Sheet (See Appendix) for you to write your questions. Please complete them and have them ready. **Please keep your questions short.** We will telephone or fax questions to the broadcasting site. If you telephone with questions, you will be able to hear the broadcast over the telephone. The telephone is located _____. If you do not feel comfortable asking the question on the air, I will be glad to ask the question for you. Just raise your hand and I will collect your Telephone Call-In Sheet written question or hand me your question during a break. If you fax questions, the fax machine is located _____ and operates by _____. Are there any questions?*

5. Five minutes prior to the seminar start time, announce that the broadcast will begin momentarily. This will afford students the opportunity to finalize their seating and other arrangements.

DURING THE BROADCAST

When the moderator or instructor tells the participants to telephone or fax their questions or answers regarding local concerns and activities, encourage participants at your site to do so.

AT THE END OF THE BROADCAST

- ☐ Tell participants to complete the seminar evaluation
- ☐ Important!!! Remind participants that they must answer evaluation questions to receive credit.
- ☐ Mail a single package including the participant evaluations and sign-in sheets to:

USDA, APHIS, VS, PDS
Attention: Janet Marcella
4700 River Road, Unit 27, Suite 5B73
Riverdale, MD 20737

- ☐ Thank participants for their attendance.
- ☐ Remove the signs you posted.
- ☐ Thank your viewing and technical site contacts.
- ☐ When you return to your office, send us an email with your comments/suggestions to:
Janet.L.Marcella@aphis.usda.gov

**THANK YOU FOR ALL YOUR EFFORTS IN MAKING THIS BROADCAST A
SUCCESS. YOUR HARD WORK AND PREPARATION ARE APPRECIATED!!!!!!**

APPENDIX

SATELLITE COORDINATES

Domestic Satellites

C-Band

Tester 4C
Transponder 11
Downlink Frequency: 3920 MHZ
Audio Freq: 6.2/6.8 MHz
Location: 89 degrees West
Polarity: Vertical

Ku-Band

SBS 6
Transponder 4
Downlink Frequency: 11798 MHZ
Audio Freq: 6.2/6.8 MHz
Location: 74 degrees West
Polarity: Vertical

Technical Test Begins @ 9:30 a.m., (EDT)

Technical Assistance:

If technical difficulties arise with the transmission, please call:

Before and During Broadcast: 1-800-500-5164 or (301) 447-1068

TELEPHONE CALL-IN SHEET

Phone Number: *(Will be provided during the broadcast)*

PLEASE PRINT

Name:

(Optional)

Operator: "Please tell me the site, city, and state from which you are calling."

Site: _____

City: _____ State: _____

Prepared question:

FAX-IN SHEET

FAX Number: *(Will be provided during the broadcast)*

PLEASE PRINT

Name:
(Optional)

SITE, CITY, AND STATE FROM WHICH YOU ARE FAXING:

SITE: _____

CITY: _____ STATE: _____

Prepared question:

SATELLITE LOCATION: _____

Emergency Preparedness Satellite Seminar: Homeland Security

SIGN-IN SHEET

[illegible]